

<b>RFP-RH-05-011 Printing &amp; Mailing of Treasurer Property Tax Billings &amp; Various Assessor Reports &amp; Forms</b>		
	Data Mail Services	360 Services
Selected Data Mail Services	747 E Whitcomb Ave Madison Hgts MI 48071 Bob Shepard	12623 Newburgh Livonia MI 48150 T. Stanko
Firm Established:	1992	1974
Type of Organization:	Corporation	?
Full-time employees	40	90
Part-time employees	10	8
Years providing printing & mailing services?	13	31
Years providing specifically services for property tax billings?	6	30
List the name of the municipalities:	several cities listed	list provided
Years providing specifically services for Assessor items?	5	30
List the name of the municipalities:	several cities listed	list provided
Can you accept an Adobe Acrobat (PDF) File?	y	y
Via the Internet?	y	y
Are there size limitations?	n	n
Can you print from PCL or Post Script files?	y	y
Can you accept FTP via the Internet?	y	y
Provide your work plan and methodology:	refer to RFP	refer to RFP
List of client references:	several cities listed	list provided
What is the time needed to complete this project from date of receipt of materials to delivery?	7-days or as required	45-days before the first tax bill
What detail will be provided on your firm's invoice to the City?	all costs	costs listed
Detail how the printing & mailing operations of your firm address the needs of the City of RH. State your capacity to perform the work as described.	refer to RFP	refer to RFP
Describe the firm's experience in the type of service requested for other customers or communities.	over 3-yrs	referred to pg 14 & 15 of RFP
How many clients does you company currently serve with the type of services described?	over 120 total; 8-municipalities	referred to pg 14 & 15 of RFP
Provide a list of comparable public sector projects that have been successfully completed by your firm.	annual/biannula property tax stmt; production & assessmt notice	referred to pg 14 & 15 of RFP
Can your firm provide any options that would be beneficial to the process? If yes, please explain.	maximize postage discounts & expedited printing & mailing capab.	Recommend sending us data only & having us format the fixed portions of tax bills on the fly
Samples of all work shall be submitted to Assessing that have been prepared by Proposer.		
Samples submitted: Yes or No	y	y
Please provide a complete breakdown of your fees by completing the following chart. Describe other charges:		
Specific to City Treasurer:	price per thousand	
1. 28,000-print 1-sided Summer Tax Bill in black on 8.5 x 11	\$22	\$618.12
2. 28,000-print 2-sided Winter Tax Bill in black on 8.5 x 11	\$32	\$618.12
3. 52,000-black 1-side on 10# window mailer envelope, camera ready, PDF or PMD file	\$22	\$1,666.45
4. 36,000-black 1-side on #9 Return Envelope, camera ready, PDF or PMD file.	\$21	\$776.75
5. Imprint print file into Tax Forms both Winter & Summer	\$25	\$1,612.00
6. 35,000 out-print 8.5 x 3 7/8 insert-camera ready, PDF or PMD file	\$15	\$485.74
7. 26,000 out-print 8.5 x 11 brochure-camera ready, PDF or PMD file	\$20	\$763.40
8. 16,850 tri-fold & insert summer non-escrow tax bill w/3-inserts	\$42	\$488.65
9. 16,850 tri-fold & insert winter non-escrow tax bill w/2-inserts	\$42	\$488.65
10. 8,150 tri-fold & insert summer escrow tax bill w/1-insert	\$42	\$220.05
11. 8,150 tri-fold & insert winter escrow tax bill	\$42	\$220.05
12. 26,000 records-CASS certify tax bill mailing addresses on disk through carrier route. Provide update & CASS report	\$9.50	\$400.00
13. 2-times per year-delivery of Tax Bill to Post Office	n/c	\$30.00
14. 50,000 - First Class Postage	avg estim .292 each	\$15,000 (refer to RFP)
<b>TOTAL</b>	<b>\$22,648.00</b>	<b>\$23,387.98</b>
Specific to City Assessor:		
Valuation Records Real Parcels-quantity 26,000		
Date File Handling-frequency: once a year	included	\$50
Paper, 20# white bond	included	\$162.50
Laser Print, 3-hole punched, printed on front side only	\$29 per thousand	\$702.00
Delivery to City of Rochester Hills Assessor's Office	\$50	\$15
<b>TOTAL</b>	<b>\$804</b>	<b>\$929.50</b>
Assessment Roll-quantity 7,000		
Data File Handling-frequency: once a year	included	\$50
Paper, 20# white bond	included	\$21.88
Laser Print, 3-hole punched, duplexed	\$35 per thousand	\$189
One (1) original required		
Delivery to City of Rochester Hills Assessor's Office	\$50	\$15
<b>TOTAL</b>	<b>\$295</b>	<b>\$275.88</b>
Assessment Notices Real Property Parcels-Quantity 25,000		
Data File Handling-frequency: once a year	included	\$100
Paper, 50#, 8.5 x 11 printing on front side only	included	\$161.76
Laser Print	included	\$675.00
Required imprinting proofs to Assessor prior to final job	included	
Gluefold	included	window env \$750
Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes	included	
Printing notice on front of each envelope in black ink: "IMPORTANT-NOTICE OF CHANGE OF ASSESSMENT"	included	
Printing Rochester Hills logo and return address printed-black ink front side	included	
Mailing: CASS certify and postal sort zip plus 4	included	mail operations \$750.00
Mailing: Deliver to Post Office Annex on Rochester Industrial Dr (off Hamlin Road) in Rochester Hills MI	\$85 per thousand	\$15
<b>TOTAL</b>	<b>\$2,125.00</b>	<b>\$2,451.76</b>
Assessment Notices Personal Property Parcels-quantity 2,300		
Format & mailing is the same as Assessment Notices-Real Parcels but they are run at separate time.		

<b>RFP-RH-05-011 Printing &amp; Mailing of Treasurer Property Tax Billings &amp; Various Assessor Reports &amp; Forms</b>		
	Data Mail Services	360 Services
Selected Data Mail Services	747 E Whitcomb Ave Madison Hgts MI 48071 Bob Shepard	12623 Newburgh Livonia MI 48150 T. Stanko
Data File Handling-Frequency: once a year	included	\$100
Paper, 50#, gluefold mailer	included	\$14.88
Laser Print	included	\$62.10
Required imprinting proofs to Assessor prior to final job	included	Special window env \$69.00
Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes	included	
Printing notice on front of each envelope in black ink: "IMPORTANT NOTICE OF CHANGE OF ASSESSMENT"	included	
Printing Rochester Hills logo and return address printed-black ink, front side	included	
Mailing: CASS certify and postal sort zip plus 4	included	mail operations \$69.00
Mailing: Deliver to Post Office Annex on Rochester Industrial Dr (off Hamlin Road) in Rochester Hills MI	included \$50 + \$225	\$15
<b>TOTAL</b>	<b>\$275</b>	<b>\$329.98</b>
Personal Property Statements-quantity 2,300 Note: form changes yearly		
Data File Processing and Programming-frequency: once a year	\$225	\$150
Offset print 2, 11x17 sheets, duplex black & white	\$99 per thousand	\$149.04
Laser Forms with taxpayer name and address	\$175	\$241.50
Fold forms and insert with instructions	\$99 per thousand	\$112.70
Required: State Tax Commission approval of printed form	included	see RFP
Required imprinting proofs to Assessor prior to final job	included	
Gluefold		
Set-up custom artwork for envelope		\$150
Offset print 6x9 double window envelopes-black & white	\$300	\$148.60
The following two (2) notices to be printed on the front of the envelope in black ink: "OFFICIAL BUSINESS-PLEASE FILE BY FEBRUARY 1, (YEAR)" and (YEAR) Personal Property Statement With Instructions For Preparation and Filing"	\$125.00	see RFP
Mailing: CASS certify and postal sort zip plus 4	\$125	included
Mailing: Deliver to Post Office Annex on Rochester Industrial Dr (off Hamlin Road) in Rochester Hills MI	\$50	included
<b>TOTAL</b>	<b>\$1,678.00</b>	<b>\$951.84</b>
Did you include a signed Hold Harmless Agreement? Yes or No	y	y
Do you meet the insurance requirements of the City? Yes or No	y	y
<b>Total</b>	<b>\$27,525.00</b>	<b>\$28,326.84</b>
		Alternate pricing provided
		refer to response (format)
		(also only want to deal w/PDFs to
		receive camera ready artwork for
		offset)

RFP-RH-05-011 Printing & Mailing of Treasurer Property Tax Billings & V:					
	American Mailers				
Selected Data Mail Services	100 American Way				
	Detroit MI 48209				
	Kim Peasley				
Firm Established:		1945			
Type of Organization:		60			
Full-time employees		70			
Part-time employees		4			
Years providing printing & mailing services?		60			
Years providing specifically services for property tax billings?	Listed 2-municipalities				
List the name of the municipalities:					
Years providing specifically services for Assessor items?	Listed 2-municipalities				
List the name of the municipalities:					
Can you accept an Adobe Acrobat (PDF) File?	y				
Via the Internet?	y				
Are there size limitations?	n				
Can you print from PCL or Post Script files?	y				
Can you accept FTP via the Internet?	y				
Provide your work plan and methodology:	refer to RFP				
List of client references:	List provided				
What is the time needed to complete this project from date of receipt of materials to delivery?	indicated "\$" days ??				
What detail will be provided on your firm's invoice to the City?	costs listed				
Detail how the printing & mailing operations of your firm address the needs of the City of RH. State your capacity to perform the work as described.	refer to RFP				
Describe the firm's experience in the type of service requested for other customers or communities.	over 10 yrs for 2-municipalities				
How many clients does your company currently serve with the type of services described?	6 local cities currently				
Provide a list of comparable public sector projects that have been successfully completed by your firm.	listed 3-municipalities				
Can your firm provide any options that would be beneficial to the process? If yes, please explain.	refer to RFP				
Samples of all work shall be submitted to Assessing that have been prepared by Proposer.					
Samples submitted: Yes or No	No				
Please provide a complete breakdown of your fees by completing the following chart. Describe other charges:					
Specific to City Treasurer:					
1. 28,000-print 1-sided Summer Tax Bill in black on 8.5 x 11		\$4,256.22			
2. 28,000-print 2-sided Winter Tax Bill in black on 8.5 x 11		\$8,316.22			
3. 52,000-black 1-side on 10# window mailer envelope, camera ready, PDF or PMD file		\$2,080.00			
4. 36,000-black 1-side on #9 Return Envelope, camera ready, PDF or PMD file.		\$1,296.00			
5. Imprint print file into Tax Forms both Winter & Summer		\$560.00			
6. 35,000 out-print 8.5 x 3 7/8 insert-camera ready, PDF or PMD file		\$1,492.90			
7. 26,000 out-print 8.5 x 11 brochure-camera ready, PDF or PMD file		\$2,626.98			
8. 16,850 tri-fold & insert summer non-escrow tax bill w/3-inserts		\$421.30			
9. 16,850 tri-fold & insert winter non-escrow tax bill w/2-inserts		\$370.75			
10. 8,150 tri-fold & insert summer escrow tax bill w/1-insert		\$250.00			
11. 8,150 tri-fold & insert winter escrow tax bill		\$250.00			
12. 26,000 records-CASS certify tax bill mailing addresses on disk through carrier route. Provide update & CASS report		\$250.00			
13. 2-times per year-delivery of Tax Bill to Post Office		\$140.00			
14. 50,000 - First Class Postage		\$13,750.00			
	<b>TOTAL</b>	<b>\$36,060.37</b>			
Specific to City Assessor:					
Valuation Records Real Parcels-quantity 26,000					
Date File Handling-frequency: once a year		\$260			
Paper, 20# white bond		\$877.50			
Laser Print, 3-hole punched, printed on front side only		\$910.00			
Delivery to City of Rochester Hills Assessor's Office		\$80			
	<b>TOTAL</b>	<b>\$2,127.50</b>			
Assessment Roll-quantity 7,000					
Data File Handling-frequency: once a year		\$250			
Paper, 20# white bond		\$236.25			
Laser Print, 3-hole punched, duplexed		\$490			
One (1) original required					
Delivery to City of Rochester Hills Assessor's Office		\$80			
	<b>TOTAL</b>	<b>\$1,056.25</b>			
Assessment Notices Real Property Parcels-Quantity 25,000					
Data File Handling-frequency: once a year		\$250.00			
Paper, 50#, 8.5 x 11 printing on front side only		\$375.00			
Laser Print		\$2,360.00			
Required imprinting proofs to Assessor prior to final job		\$35.00			
Gluefold		\$250.00			
Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes		\$900			
Printing notice on front of each envelope in black ink: "IMPORTANT-NOTICE OF CHANGE OF ASSESSMENT"		\$300			
Printing Rochester Hills logo and return address printed-black ink front side		\$700			
Mailing: CASS certify and postal sort zip plus 4		\$250			
Mailing: Deliver to Post Office Annex on Rochester Industrial Dr (off Hamlin Road) in Rochester Hills MI		\$80			
	<b>TOTAL</b>	<b>\$5,500.00</b>			
Assessment Notices Personal Property Parcels-quantity 2,300					
Format & mailing is the same as Assessment Notices-Real Parcels but they are run at separate time.					

RFP-RH-05-011 Printing & Mailing of Treasurer Property Tax Billings & V:					
	American Mailers				
Selected Data Mail Services	100 American Way				
	Detroit MI 48209				
	Kim Peasley				
Data File Handling-Frequency: once a year		\$150.00			
Paper, 50#, gluefold mailer		\$50			
Laser Print		\$200			
Required imprinting proofs to Assessor prior to final job		\$35			
Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes		\$100			
Printing notice on front of each envelope in black ink: "IMPORTANT NOTICE OF CHANGE OF ASSESSMENT"		\$50			
		\$50			
Printing Rochester Hills logo and return address printed-black ink, front side		\$35			
Mailing: CASS certify and postal sort zip plus 4					
Mailing: Deliver to Post Office Annex on Rochester Industrial Dr (off Hamlin Road) in Rochester Hills MI		\$80			
	<b>TOTAL</b>	<b>\$750.00</b>			
Personal Property Statements-quantity 2,300 Note: form changes yearly					
Data File Processing and Programming-frequency: once a year		\$250			
Offset print 2, 11x17 sheets, duplex black & white		\$644			
Laser Forms with taxpayer name and address					
Fold forms and insert with instructions		\$250			
Required: State Tax Commission approval of printed form					
Required imprinting proofs to Assessor prior to final job		\$35			
Gluefold		\$150			
Set-up custom artwork for envelope		\$100			
Offset print 6x9 double window envelopes-black & white		\$50			
The following two (2) notices to be printed on the front of the envelope in black ink: "OFFICIAL BUSINESS-PLEASE FILE BY FEBRUARY 1, (YEAR)" and (YEAR) Personal Property Statement With Instructions For Preparation and Filing"		\$50			
Mailing: CASS certify and postal sort zip plus 4		\$100			
Mailing: Deliver to Post Office Annex on Rochester Industrial Dr (off Hamlin Road) in Rochester Hills MI		\$80			
	<b>TOTAL</b>	<b>\$1,709</b>			
Did you include a signed Hold Harmless Agreement? Yes or No	y				
Do you meet the insurance requirements of the City? Yes or No	y				
	<b>Total</b>	<b>\$47,203.12</b>			